

Standard	Standard Description	Primary Documentation	Secondary Documentation	Responsible Party
PB 1	The Program Director shall have a minimum of a Bachelor's degree in a criminal justice or social science field and a minimum of 5 years full-time experience working with offenders.		Program Director degree AND resume, job application OR date of hire at the agency that documents five years of prior experience.	Human Resources Manager
PB 1	The Program Director shall have a minimum of a Bachelor's degree in a criminal justice or social science field and a minimum of 5 years full-time experience working with offenders.		Provide HR with list of current Program Directors	Accreditation Manager
<b>PB 1 INTENT</b>	<b>Hire and maintain staff overseeing programs with the level of education and experience research indicates is important to operate an effective program. Experience can come from previous employment outside the current agency/program.</b>	<b>PB 1 INTENT</b>	<b>PB 1 INTENT</b>	<b>PB 1 INTENT</b>
PB 2	The Program Director shall have input into the hiring of program staff.		Hiring practices protocol - Need 10 separate copies if they changed. If no changes - do not need copies just notify Accreditation Manager.	Human Resources Manager
PB 2	The Program Director shall have input into the hiring of program staff.		Program Director participation documentation such as, development of caseworker pool scenario, interview notes, facility tour form, etc., or disclaimer statement if no new hires (such as SHARP). <b>(You need to make a copy of this documentation for your audit file prior to sending to HR.</b> If you failed to make a copy and need interview notes, etc., e-mail Accreditation Manager with specific information (names, position interviewed for and dates).	Program Director and Accreditation Manager

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PB 2	The Program Director shall have input into the hiring of program staff.		Your department may be asked to provide this information. If so, a list will be provided to you from the Accreditation Department. This list will include the employee name, position they interviewed for and date.	Human Resources Manager
<b>PB 2 INTENT</b>	<b>The Program Director is aware of the needs of the program and can ensure a candidate is selected for hire that best matches the vacant position. Staff involved in the delivery of services to offenders are considered in this standard.</b>	<b>PB 2 INTENT</b>	<b>PB 2 INTENT</b>	<b>PB 2 INTENT</b>
PB 3	The Program Director shall be engaged and involved in the delivery of direct services to offenders.		Program Director examples of direct services to clients such as, client orientation (agenda AND sign in sheets), documentation of carrying a small caseload, running groups, conducting intakes, family orientation (agenda AND sign in sheets) - CCA Programs ONLY: being part of case reviews, sitting in on client meetings, etc.	Program Director
<b>PB 3 INTENT</b>	<b>The Program Director needs to be aware of how the program is operating, the conditions staff face and the needs of the clientele being served. Providing direct services keeps the Program Director in touch with the operation and not solely focused on administrative functions.</b>	<b>PB 3 INTENT</b>	<b>PB 3 INTENT</b>	<b>PB 3 INTENT</b>
PB 4	Programs are supported and valued by the criminal justice system.		Statement: Auditors will contact various individuals in the criminal justice community to interview.	Program Assistant
PB 4	Programs are supported and valued by the criminal justice system.		Referral source satisfaction survey (on intranet)	Program Assistant

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<b>PB 4 INTENT</b>	<b>The program needs to develop, demonstrate and maintain a positive working relationship and interagency collaborations with other criminal justice entities.</b>	<b>PB 4 INTENT</b>	<b>PB 4 INTENT</b>	<b>PB 4 INTENT</b>
PB 5	Programs are supported and valued by the local community.	1029PP, 8008PP, 1013	List from Community Service staff of who we serve in the community (EXCLUDING DR)	Program Director
PB 5	Programs are supported and valued by the local community.		Recognition letter(s) from community groups, where applicable (FYI-always send a copy to PR).	Program Director
PB 5	Programs are supported and valued by the local community.		Financial & Community Service Reports from CCIS - from September 2012 to current. Report showing the following: restitution, court costs/fines, and child support records. (SHARP - NA statement already in audit file).	Program Assistant
PB 5	Programs are supported and valued by the local community.		1) Annual report 2) Directions Newsletter 3) Press Releases 4) Documentation of Speakers Bureau 5) Recognition letter(s) from community groups, where applicable. Need 10 separate copies	Public Relations
PB 5	Programs are supported and valued by the local community.		Volunteer Spreadsheet (where applicable; all residential locations)	Accreditation Department
PB 5	Programs are supported and valued by the local community.		Statement: The Program Volunteer Guide is available for review on the Auditor table.	Program Assistant
PB 5	Programs are supported and valued by the local community.		Statement: The Program Volunteer Guide is available for review on the Auditor table. MAKE SURE MANUAL IS ON AUDITOR TABLE	Program Director
<b>PB 5 INTENT</b>	<b>The program needs to develop and maintain a positive working relationship with the community in which it is located.</b>	<b>PB 5 INTENT</b>	<b>PB 5 INTENT</b>	<b>PB 5 INTENT</b>